



STATE OF MISSISSIPPI
GOVERNOR PHIL BRYANT

DEPARTMENT OF FINANCE AND ADMINISTRATION

LAURA D. JACKSON
EXECUTIVE DIRECTOR

MEMORANDUM

TO: Institutions and Agencies (e-mailed)

FROM: Calvin R. Sibley, Director
Bureau of Building, Grounds and Real Property Management

RE: Project Request Database – Study of Capital Needs

DATE: April 11, 2018

Per Mississippi Code Section 31-11-27, it is time to prepare the Study of Capital Needs of immediate and future Repair and Renovation, Capital Improvement, and Preplanning needs for fiscal years 2020-2024. The deadline for submission is **FRIDAY, May 18, 2018**, though agencies or institutions with Tour Dates in May are requested to submit sooner.

Attached is a copy of the **Project Request Database Spreadsheet** which will be used as the source of information for R&R tours and as the basis for the **Study of Capital Needs** that our Office submits to the Legislative Budget Office, per law, later in the year documenting and recommending Preplanning, Repair and Renovation, and Capital Improvement requests to the State Legislature.

Instructions for completing the spreadsheet are attached and can also be found on the Bureau of Building's web site. The **Project Data Summary Form** will be generated automatically from the database within our Office. The Memo and form can be found at the bottom of the page on our website: <http://www.dfa.state.ms.us/Offices/BOB/BOBforms2.htm>.

Please submit the **Project Request Database** spreadsheet by e-mail to Jesse O'Quinn at jesse.oquinn@dfa.ms.gov

You may be contacted regarding the R&R Tours at a later date. If you have any questions, please contact Jesse O'Quinn at (601) 359-3621 or at the email address above. (the best method is via email)

Institutions or Agencies may re-submit revised spreadsheets after the initial deadline; however, the Bureau cannot guarantee incorporation of such revised information within the Bureau's study of Capital Needs if not provided on a timely basis.

Thank you.

Attachments

CRS/pgw